




**LesSalle**  
**COLLEGE**

**STUDENT**  
**HANDBOOK**



**LaSalle College**  
**Student Handbook**

**June, 1976**



Digitized by the Internet Archive  
in 2012 with funding from  
LYRASIS members and Sloan Foundation

## CONTENTS

	Page
I. College Governance.....	1
Student Participation in College Governance.....	1
II. Student Organization Policies.....	7
Registration of Student Organizations.....	7
Institutional Recognition of Student Organizations.....	8
Revocation of Registration or Recognition.....	8
Academic Probation and Participation in Activities.....	9
Policy for Student Organization Use of College Facilities.....	9
Policies for Reservation of Facilities by Campus Groups.....	11
Procedures for Reservation of Facilities by Campus Groups.....	12
Policy for Use of #3 Accounts by College Funded Organizations.....	12
Student Ticket Sales.....	13
Student Organization Use of Bulletin Boards.....	13
Student Organization Contracts.....	14
Fund Raising.....	14
III. General Student Policies.....	15
Student Academic Rights.....	15
Pre-Registration Procedure.....	15
Change of Courses.....	15
Withdrawal from the College.....	15
Financial Delinquency .....	15
Veterans.....	16
Demonstrations.....	16
Alcoholic Beverages.....	16
Identification Cards.....	17
Student Records.....	17
Counseling Consultation.....	19
IV. Disciplinary Policies and Procedures.....	20
Student-Institutional Relationship.....	20
Philosophy of Discipline.....	20
Rules and Regulations.....	21
Disciplinary Procedures.....	22
Disciplinary Hearing Procedures.....	24
Sanctions.....	25

## Disciplinary Policies and Procedures (cont'd)

Interim Suspension.....	27
Room Entry Procedure.....	27
Procedures for Appeal.....	28

### V. Student Press Policies.....30

Objectives of the Student Press Committee.....	30
Responsibilities.....	30
Membership.....	31
Meetings.....	31
Quorum.....	31
Amendment.....	32
Appendix A: From the "Joint Statement on Rights and Freedoms of Students".....	32
Appendix B: Guidelines for Censure, Suspension, or Removal of Student Editors-in-Chief.....	33
Appendix C: Code of Ethics.....	34

### VI. Resident Student Policies and Regulations.....37

Civil Responsibility.....	38
General.....	38
Alcohol and Drugs.....	38
Security.....	38
Room Assignments.....	39
Check-In and Check-Out Procedures.....	39
Housing Agreement.....	39
Room Changes.....	40
Keys.....	40
Openings and Closings.....	40
Invitees and Guests.....	40
Overnight Guests.....	41
Reservation and Use of Facilities.....	41
I.D. Cards and Room Keys.....	41
Illness or Injury.....	42
Excessive Noise.....	42
Safety Regulations.....	42
Room Use.....	43
Solicitors.....	44
Room Entry and Inspection Procedures.....	44

## I. COLLEGE GOVERNANCE

La Salle College has more than 6,000 students in day and evening classes, some 300 teachers and 40 administrators, and alumni numbering over 18,000. A community this large needs a certain number of administrative arrangements and operational procedures to make it work. Students should know how the College works to get the most out of it and also because they play a significant part in its governance.

### STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNANCE

An organizational structure has been developed which recognizes that the three primary constituencies of the College - students, faculty and administration - have major roles to play in governing the College, and that a formal communication system is essential for effective operation.

The College has established a system of decision-making by which final decisions are made at the lowest level of administration consistent with the concept of interested representation and collegiality. It is through this system that students play a role in governing the College.

#### The President

The Board of Trustees has final legal authority for all College business. However, it is the President who, as Executive Officer of the Board, carries final authority for day-to-day operational policies and decisions. It is the President who is the chief officer of the entire institution, the official representative of the College to its various publics, and the administrator who has overall responsibility for planning, supervising, managing, and evaluating the work of the College.

#### College Council

In formulating College policy and in making major operational decisions such as on budget matters, the President enjoys the collaborative assistance of College Council, a body composed of three student representatives appointed by the Student's Government Association, three faculty members appointed by the Faculty Senate, three academic deans, and four vice-presidents. The guiding concept behind this collaborative arrangement at La Salle is referred to as "President-in-

Council." The President has final authority for approving new policies and for changing old policies; however, such actions can be taken only after a review with Council.

### Vice-Presidents

The College is organized into four areas, each headed by a vice-president. These officers report directly to the President. The responsibility of each area is evident in its name: Academic Affairs, Business Affairs, Public Affairs, and Student Affairs.

The *Vice-President for Academic Affairs* has primary responsibility for curriculum and instruction. He is assisted principally by the Deans of the School of Arts and Sciences and the School of Business Administration, and the Dean of the Evening Division and Summer Sessions. Assisting the Deans are Academic Department Chairpersons, Registrar and Directors of Admissions, Library and Roster Offices.

The *Vice-President for Business Affairs* is responsible for administering fiscal programs and the physical plant. The Vice-President is assisted by a Comptroller, Coordinator of Physical Development and Planning, a Superintendent of Buildings and Grounds and the managers of the various auxiliary enterprises.

The *Vice-President for Public Affairs* is charged with the task of communicating the policies and goals of the College to its many publics. The area includes the Development Office, the News Bureau, the Alumni Office and the Office of Career Planning and Placement.

The *Vice-President for Student Affairs* is responsible for administering student life programs outside the classroom, student services, and student discipline. Under his direction, religious, psychological, social, cultural, and recreational programs are conducted; services are provided in the areas of housing, counseling, health, financial aid; and a faculty-student judicial system for adjudicating violations of the student code of conduct is administered. Aiding him are the Dean of Students and the Directors of Athletics, Campus Ministry, the Counseling Center, Financial Aid, Health Services, Resident and Student Life.

### Committees

Committees have been established in each administrative area



in order to assure the participation of all constituencies; accordingly, provision is made on all standing committees of the College to reflect the views of students, faculty and administration.

The Students' Government Association appoints the students who sit on all standing College committees (with the exception of the Residence Hall Advisory Board). Following is a partial list of major standing committees that are of primary concern to students:

*Academic Department Boards:* Students are offered the opportunity to participate in decisions regarding academic life through membership in academic department boards. Although each academic department may organize in its own manner, typically these boards consider such things as: curriculum revision; teacher evaluation; tenure and advancement in rank; and, general academic concerns.

*Activities Funding Board:* The Activities Funding Board has been established to assist the Director of Student Life in administering student organization accounts.

Duties include: reviewing budgets of all student organizations requesting or receiving institutional funding; hearing the funding requests of new student organizations; annually recommending and submitting budget appropriations for regularly funded organizations; hearing requests of student organizations desiring funds which exceed their annual budget allotment and providing financial assistance for new programs; arbitrating disputes related to student organization accounts; recommending to appropriate College authorities modifications or additions to the way in which funds are secured for student organizations.

*(Approved by Student Affairs Committee, April 27, 1971).*

*Membership:* Three faculty members appointed by the Faculty Senate, three student affairs administrators, six students appointed by the Students' Government Association, and Assistant Director of Student Life - Activities (ex officio and chairperson).

*Athletics:* The Athletic Committee is an advisory body to the Vice President for Student Affairs on athletic policy for male and female intercollegiate and collegiate (intramural and club) sports. Its purposes are to review and advise on policies guiding College athletic programs for men and women, and to ensure that the implementation of athletic policy adheres to College policy and to the regulations of the conferences to which the College belongs.

The Committee is responsible for recommending the appointment and termination of the Athletic Director, Assistant Director and head coaches. In the conduct of its work, the Committee receives regular reports of intercollegiate and collegiate athletic activities from the Athletic Director.

The Committee is composed of one student affairs administrator, six faculty members, two students, two alumni, and the Sports Information Director (ex officio).

*Campus Ministry Advisory Council:* The Campus Ministry Advisory Council is a representative body assisting the Director of Campus Ministry. The purpose of the Council is to share with the Campus Ministry staff the attitudes and ideas of the groups the members represent concerning the policies and programs and the general operation of the Campus Ministry Office. The Council is comprised of two representatives from each of the four major sectors of the campus community: the Brothers' Community; the Faculty Senate; the Students' Government Association; and, the Residence Council.

*Faculty-Student Judicial Board:* The purpose of the Faculty-Student Judicial Board is to adjudicate cases involving violation of College rules and regulations which occur outside of the residence halls. Membership includes six faculty members and nine students. A panel of three students and two faculty members is drawn from the available Board members to hear a case. The nine student members of the Board are appointed by the Students' Government Association. The six faculty members of the Board are appointed by the Faculty Senate.

*Residence Hall Advisory Board:* The Residence Hall Advisory Board advises the Dean of Students and the Director of Resident Life on matters related to residence hall living. The Residence Hall Advisory Board is the appropriate group for student, faculty, and staff involvement in decisions about the nature and quality of resident life. The Board meets regularly to discuss issues and topics of concern and interest. Meetings are open to members of the College community and minutes are posted in the residence complexes.

The Residence Hall Advisory Board is comprised of two residence hall student staff members (one first year member and one second year member - elected from within the staff group); three students at large (appointed by Residence Council); the President of Residence Council; three professional staff members of the Office of Resident Life; one faculty member; one student affairs administrator; and the Dean of Students (ex officio and Chairperson).

*Student Affairs Committee:* The Student Affairs Committee is an advisory body to the Vice President for Student Affairs and is primarily concerned with assisting in the formulation and review of major policies governing student life outside the classroom. The Committee meets regularly with the Vice President for Student Affairs to acquaint him with its views on matters within the Student Affairs area which require attention and/or to consider questions on which the Vice President for Student Affairs seeks its advice or aid in the discharge of his decision-making responsibilities. In addition to policy review and formulation, the Committee has authority to review and make recommendations concerning all Student Affairs services, activities, and regulations. Introduction of new policies and changes in old policies in the Student Handbook require prior consultation with the Student Affairs Committee. It may suggest actions to the College Council on student life matters.

This Committee is comprised of three student affairs administrators, three faculty members, six students, and the Vice President for Student Affairs (ex officio and chairman).

*Student Development:* The Committee on Student Development is an advisory body to the Vice-President for Academic and Student Affairs. The purpose of the committee is to examine means beyond the classroom for achieving College objectives in the area of student development and to advise on appropriate programs.

The Committee is comprised of three student affairs administrators, five faculty members, and five students.

*Student Health Service Advisory Board:* The purpose of the Student Health Service Advisory Board shall be to advise the Vice-President for Student Affairs on student health matters. Specific functions of the Board include promoting health education and preventive medicine, regularly reviewing student health policies and services, and advising on staff appointments.

The Committee is comprised of one student housing staff member, two students appointed by Residence Council, one student appointed by the Students' Government Association, two faculty members, two student affairs administrators, and the Medical Director (ex officio).

*Student Press Committee:* The Student Press Committee has been established to create and maintain an environment in which high quality student publications might most effectively

benefit the entire College Community. The Committee formulates general policies for the student newspapers and advises the Vice President for Student Affairs on matters in that domain.

The Student Press Committee is composed of the following eight voting members: Day Collegian editor (ex officio), Evening Collegian editor (ex officio), two at-large student members, neither of whom should be a member of any publication whose editors sit ex officio in this committee, three faculty members appointed by the Faculty Senate, and one administrator appointed by the Vice President for Student Affairs.

## II. STUDENT ORGANIZATION POLICIES

### REGISTRATION OF STUDENT ORGANIZATIONS

Student groups wishing to utilize College facilities for meetings and programs must register their organization with the Dean of Students.

To register an organization, a group must submit a statement of purpose to the Director of Student Life who explains procedures and forwards the statement to the Dean of Students. The Dean will review the statement and determine whether it is consistent with the goals and policies of the College. The Dean will be guided by established policy for student organization use of College facilities.

1. If the statement is found to be consistent with College goals and policies:
  - A. The organization will be so notified in writing by the Dean of Students or the Dean's Representative.
  - B. The organization will submit a listing of officers to the Director of Student Life.
  - C. The organization may submit the name of a faculty or administrative advisor to the Director of Student Life if deemed necessary.
  - D. A yearly renewal of registration takes place the last week of class during the Spring semester by submitting a listing of new officers for the following school year. The group retains the registered status. Groups who do not renew registration in this manner automatically are considered defunct.
  - E. The organization may seek the following services and facilities:
    - i. Obtain a campus mailbox
    - ii. Participation in "all-College" functions if permission is granted by the sponsoring organization or office.
    - iii. Open a number three account in the Bursar's Office. The organization will be required to adhere to any policies established for the management of number three accounts.



- iv. Use of College facilities for meetings and programs according to policies established for such use.
  - v. Use of College facilities for two organizational meetings while the application for registration is being considered.
  - vi. Use of College name after approval through a formal request to the Director of Student Life.
2. Groups whose statement of purpose is found to be inconsistent with College goals and policies may submit a new statement after consultation with the Dean of Students and Director of Student Life.

#### INSTITUTIONAL RECOGNITION OF STUDENT ORGANIZATIONS

Institutional recognition is granted only to organizations who have been registered for three consecutive years or more. Additionally, such organizations must, in the judgment of the Dean of Students: serve and affect a broad constituency of the student body; have an open membership policy; and, provide regular programs and services to the campus community.

A constitution detailing the functioning of the organization is submitted to the Dean of Students, who approves or disapproves the request for recognition. Groups not receiving approval will be provided an explanation and may submit a revised constitution. A second or final disapproval may be appealed to the Student Affairs Committee, which will review the decision.

The implication in obtaining institutional recognition is that an organization has become a permanent group and, in particular, may request an annual program budget through the Activities Funding Board, as opposed to seeking funds for individual events, as a registered group would do. Additionally, the group retains all the prerogatives of a registered group.

#### REVOCATION OF REGISTRATION OR RECOGNITION

Any student organization which has been granted institutional registration or recognition and which violates its own statement of purpose/constitution, or fails to comply with College policies is liable to revocation of registration/recognition.

Should either of these points be violated by the student group, a complaint may be filed by an administrator, faculty member, or student to the Director of Student Life. The Director will

review the case against the student group and decide for or against revocation. The student group may appeal this decision to the Dean of Students, and ultimately the Student Affairs Committee.

#### ACADEMIC PROBATION AND PARTICIPATION IN ACTIVITIES

Students running for major offices or standing for appointment to College committees must have a minimum cumulative index of 2.0 to be eligible and they must maintain an index of at least 2.0 during the duration of their term. This policy applies to the following positions:

1. All S.G.A. appointments to major College committees.
2. All S.G.A. Executive Board members, i.e. S.G.A. President, Vice President, Secretary and Treasurer; and the Presidents of the Student Senate, Student Programming Association, Residence Council and Inter Fraternity Council.
3. Editors-in-chief of all College funded student publications.
4. All chief executive officers of student groups annually funded by the Funding Board.

*(Approved by Student Affairs Committee April 24, 1973)*

The policy is administered by the Director of Student Life who will certify eligible candidates:

1. prior to election campaigns and/or appointment
2. at the beginning of each semester

The Director of Student Life is the final judge of eligibility.

#### POLICY FOR STUDENT ORGANIZATION USE OF COLLEGE FACILITIES

The following norms for use of campus facilities by student organizations have been established to be consonant with a) the individual rights of assembly and free speech; b) the special necessity there is to preserve these rights and those of the serious and free academic search for truth; c) the rights and duties of the La Salle community to abide by the spirit of the Christian-Catholic faith; d) the just requirements and expectations of the La Salle community that La Salle's administration will do its reasonable best to preserve, maintain, and develop, a milieu of discovery consonant with that spirit:

1. The College subscribes to and supports the right of students to meet in free assembly in College facilities reserved for that purpose and to pursue free discussion

there. The heterodoxy of ideas that may be expressed is not a sanctionable matter in-so-far as College policy is concerned. The College also subscribes to and encourages student use of College facilities for business meetings and for social, cultural and recreational activities. At the same time, while acknowledging that individuals have a right to be themselves and to live by the dictates of their own consciences and values in their private lives, the College also holds that it has a corresponding right to deny use of facilities to those who are unable or unwilling to abide by College regulations or who do anything to cause a positive harm to this community or its members.

2. All student groups intending to use College facilities on a regular basis must file a statement of organization purpose(s) in order to qualify for the use of those facilities. Groups are required to state the use to which a requested facility is to be put and to demonstrate, if asked, that their stated purpose(s) and actual activities are consonant with one another. Groups are, moreover, obliged to follow all regulations for the specific facility they use. When a group is refused permission to use facilities, a student affairs administrator will notify the group, stating reasons. A group to whom permission to use facilities has been denied will have the opportunity to restate and resubmit its request.
3. College facilities may not be used by a student organization when such use: occasions clear and present danger to persons or property; constitutes commission of a crime; occasions actions which are in substantial opposition to the values and beliefs commonly held by the Christian-Catholic tradition in both its past and present expression; occasions by its very public exercise within College facilities a serious disruption of the peace so vitally necessary to the academic and scholarly pursuits which are the day-by-day reasons for La Salle's very existence as an institution of higher learning.
4. While in all such matters the College administration must be the final judge, the administration must keep itself in a constant attitude of readiness to engage in honest dialogue with any and all student organizations desiring to use College facilities. Moreover, the College administration and individual student groups have a responsibility to themselves and to the total



College community to explore individually and together an ever-deepening, ever-expanding College community life in which specific decisions may be taken, adhered to, and changed. Policy governing student organization use of College facilities is established by the Vice President for Student Affairs in consultation with the Student Affairs Committee; it is administered by the Dean of Students.

*(Approved by Student Affairs Committee February 8, 1973)*

#### POLICIES FOR RESERVATION OF FACILITIES BY CAMPUS GROUPS

Whenever College facilities are to be used for anything other than regularly scheduled administrative, academic, extra-curricular or athletic purposes, a reservation must be secured from the Reservation Office in the College Union.

All reservations and related requests (room set-up, special equipment, etc.) are tentative until confirmed in writing. This applies, as well, for reservation changes.

Reservations will be accepted on a first come, first served basis. The reservation staff reserves the right to assign space to be used for a meeting or function. When a request for a particular area is made, every effort will be made to honor the request.

Reservations and reservation changes should be submitted at least 48 hours in advance.

Those individuals or groups using College facilities are expected to leave them in good order. Sponsoring groups are responsible for damages to facilities.

College regulations preclude regular use of College Union facilities for classes, course seminars, labs, and other strictly class related meetings. Reservations of this type normally must be for academic facilities.

Recognized and registered student organizations and College offices and departments will not be charged for use of facilities; however, personnel costs for events will be charged to sponsoring groups. Personnel costs are established by the Reservations Office and may include such items as: maintenance supervisor, security staff, janitorial staff, matron, etc. Personnel charges, if any, will be specified when the facility is requested, and the sponsor must sign an agreement for the charges before confirmation will be given.

*(Approved by Student Affairs Committee, Spring 1976)*

### PROCEDURES FOR RESERVATION OF FACILITIES BY CAMPUS GROUPS

Requests for use of all College facilities are made to the Reservation Office. That office in turn will ascertain availability with the appropriate office responsible for the facility before confirming the reservation.

Upon either a written or oral request, a reservation form will be provided to the individual requesting the use of a facility. The completed reservation form should be returned to the Reservation Office.

When questions of policy are involved, the Reservation Office will consult with the Director of Student Life. The Director of Student Life may consult with Vice Presidents for Public and Student Affairs before confirming a request.

#### Procedure

1. Faculty and Administration - Submit a reservation form signed by a faculty member or administrator and with the department clearly identified. Faculty and Administration requests for facilities to be used by outside groups should be so designated.
2. Recognized/Registered Day and Evening Student Groups - Submit a reservation form signed by the student representative and faculty advisor, when applicable.
3. Non-Registered Student Groups - Submit a reservation form and "Declaration of Responsibility" to the Reservation Office along with a security deposit. Disposition of the reservation request will be sent to the individual signing the form. The security deposit will be returned within seven (7) days following the reservation, provided there has been no damage to property.

The Reservation Office is located in the Ticket and Information Center, first floor, College Union. The campus phone extension is 281.

*(Approved by Student Affairs Committee, Spring 1976)*

### POLICY FOR USE OF #3 ACCOUNTS BY COLLEGE FUNDED ORGANIZATIONS

1. Income generated by publications from advertising and sales may be deposited in #3 Accounts. Any other income producing programs by publications must comply with

the regulations established for all student organizations.

2. All College funded groups sponsoring income producing programs and activities must refund expenditures for the income producing event to the College budget and may then deposit income beyond the expenditures in a #3 Account.
3. Student groups receiving an annual budget or receiving College funds are required to submit a report of #3 Accounts to the Funding Board. When and how reports are requested is to be determined by the Funding Board.

*(Approved by Student Affairs Committee, December 17, 1974)*

#### STUDENT TICKET SALES

All tickets for on-campus student programs which utilize College facilities, or off-campus student programs sponsored by the College must be sold through the Ticket Office. A service charge is permissible under this policy.

*(Approved by Student Affairs Committee, October 24, 1972)*

Student groups should contact the Ticket Center Manager (Union, 1st floor) at least one week prior to the sale. The Ticket Center personnel assist the group with publicity via the College Union Bulletin Boards, the P.A. system, and the Radio Station. The Ticket Center accepts the tickets, keeps all records, and, once the program is over, submits a complete report to the sponsoring organization. The Ticket Center does not send out mail orders; take phone orders; nor sell tickets without receiving payments unless the action is discussed with the president of the sponsoring organization and the Assistant Director of Student Life for Union Operations. The sponsoring group must expect to pay for these extra services. Student groups wishing additional information on this policy and procedure are invited to contact the Ticket Center.

#### STUDENT ORGANIZATION USE OF BULLETIN BOARDS

Student organizations may use available tack boards in College buildings; permission from the Director of the Library or of the Assistant Director of Student Life for Union Operations is required for posting in these buildings. The main boards in the first floor corridor of College Hall are used for official College announcements and for posting College

committee minutes. All posters must be approved by the Assistant Director of Student Life for Union Operations and may not be posted on trees, walls, woodwork, or other places where they deface property. In general, student use of bulletin boards is to conform with the guidelines available from the Assistant Director of Student Life for Union Operations.

#### STUDENT ORGANIZATION CONTRACTS

Contracts made for student sponsored events that are considered College or class-wide in nature must be signed by the Director of Student Life. The Director of Student Life assists student organizations in contract negotiations.

#### FUND RAISING

Soliciting funds, selling chances, or merchandising of any kind is not allowed without the permission of the organization and the approval of the Director of Student Life.

### III. GENERAL STUDENT POLICIES

#### STUDENT ACADEMIC RIGHTS

A policy statement on student academic rights and due process is under review by the Academic Affairs Committee. The Faculty Senate, in May, 1975, endorsed a statement concerning Faculty Responsibility which has been printed in the Faculty Handbook.

#### PRE-REGISTRATION PROCEDURE

Pre-registration takes place each semester. Notices giving complete information about pre-registration are prominently posted to explain the procedures involved. Students are asked to complete pre-registration forms listing all required and elective courses for the following year. These forms are then submitted for review and approval to course advisers, usually the chairman of the department or an instructor appointed by the chairman. Course advisers work under the direct supervision of the Dean, and they are available to give assistance in the selection of programs of study and of courses within the program. The end result is a relatively definite program for the next scholastic year.

#### CHANGE OF COURSES

Until noon of the fifth day of each semester, a student may make a change in his roster.

#### WITHDRAWAL FROM THE COLLEGE

Under certain circumstances, the student who withdraws may receive a partial refund on his tuition. Information on terms and conditions is available on the student's matriculation card. There are no exceptions to these terms and conditions. Additional inquiries may be directed to the Bursar's Office.

#### FINANCIAL DELINQUENCY

A student who is financially delinquent forfeits the privilege of attending class. A student who is financially delinquent at the close of a term is not permitted to register for a succeeding term unless his account is settled.



### VETERANS

Veterans attending under the benefits of the "Veterans Readjustment Act of 1966" are required to submit their "Certificate of Eligibility" to the Registrar's Office. The Registrar's Office will certify the Veteran's enrollment and attendance for each term to the Veterans Administration. If the Veteran withdraws, and returns to the College at a later term, the Veteran must notify the Registrar's Office, in writing of the request to again be certified to the Veterans Administration. Veterans are required to satisfy their financial obligations to the College in the same manner as all other students.

### DEMONSTRATIONS

College Council has adopted a policy that disciplinary action up to and including dismissal may be taken against any member of the College community who acts to prevent invited lecturers from speaking, disrupts College operations in the course of demonstrations, or obstructs and restrains other members of the academic community and campus visitors by physical force.

*(College Council, December 5, 1967)*

The College recognizes that when an issue is of sufficient import to require extraordinary measures to call attention to it, a demonstration may be deemed justifiable by an aggrieved or advocating sector of the College. When such is the case, the College insists that no demonstrating person or group shall abridge the rights of others in the regular conduct of College affairs. At the same time, the College for its own part strives to maintain means for open and honest dialogue through normal channels of communication.

### ALCOHOLIC BEVERAGES

The College calls attention to the state law of Pennsylvania on the use of alcoholic beverages:

"It shall be unlawful for a person less than twenty-one (21) years of age to attempt to purchase, consume, possess or transport an alcohol or malt or brewed beverage within the Commonwealth. The State Liquor Control Board operates under State Law. It is a misdemeanor to unlawfully transfer a registration card for the purpose of falsifying age to secure malt or alcoholic beverages. Also, it is a misdemeanor for

any person to sell, furnish, or give any minor under twenty-one (21) years of age any malt or alcoholic liquor. The penalty for this is \$100.00 to \$300.00 or three months in jail upon conviction."

The College does not prohibit the lawful possession or consumption of alcoholic beverages by students over twenty-one (21) years of age when this is done moderately. This should not be interpreted to mean that the College encourages the use of alcoholic beverages. Furthermore, the College considers intoxication, disorderliness, or offensive behavior arising from the use of alcoholic beverages to be subject to disciplinary action. Open containers of alcoholic beverages may not be carried outside of buildings. The College does not permit unauthorized use of alcoholic beverages in the academic buildings, or in the public areas of the residence units, the College Union, or other College controlled facilities.

*(Approved by Student Affairs Committee, Spring 1976)*

#### IDENTIFICATION CARDS

All students are photographed for an identification card when first entering the College. The I.D. is non-transferable (individuals loaning their I.D. to another student or to a non-student are subject to disciplinary action) and is carried whenever on campus and presented upon request to College administrators, faculty, or campus security guards. The card verifies status as a student at La Salle and may therefore be required for admission to social or athletic events, for voting rights in student elections, and for other such events demanding evidence of student status. Students wishing to use Hayman Hall must present a valid I.D. card.

The I.D. is intended to last throughout four years; there is a \$3.00 replacement charge. The Dean of Students Office handles replacement. The card is validated each year when tuition and fees have been paid upon presentation of the student's currently stamped matriculation receipt.

#### STUDENT RECORDS

As custodian of student records, the College assumes an implicit and justifiable trust. This trust involves a recognition that student records, both academic and personal, are confidential to the student and the institution. Accordingly, the College accepts responsibility for exercising effective care and concern in recording and disseminating information

about students. Student records are released only to appropriate authorities within the College, except when the student has given his formal consent or when the safety of the student and others and/or property is endangered.

### Disciplinary Records

Disciplinary records are for internal use only and are not made available to persons outside the College except on formal written request of the student involved. Disciplinary information is not included on College transcripts. Inter-College use is at the discretion of the Dean of Students, who may inform other officials in the institution of the student's disciplinary status when necessary to the discharge of their official duties. The Dean assumes the responsibility for maintaining the confidentiality of disciplinary records and for destruction of such records, with the exception of cases in which the sanction of suspension or expulsion was imposed, five years after the student has graduated or withdrawn from the College.

### Access to Educational Records and Right to Privacy

Congress in 1974 enacted legislation - Public Law 93-380, commonly referred to as the Buckley Amendment - which is intended to protect students from having incorrect information contained in their school files and which also is intended to limit who may have access to their educational records. In compliance with the Law, La Salle College is prepared to assist students who wish to review their records or who have questions about the law.

Public Law 93-380 specifically requires that students and parents of dependent students be permitted to examine official College educational records which contain information used in making decisions or recommendations about students. These records include those normally maintained by the major department, academic dean, dean of students, registrar and business offices. Each College office and department having such records has an established procedure for a student to review his official records and to challenge the accuracy of them. A STUDENT MUST MAKE A FORMAL REQUEST TO EXAMINE HIS RECORDS. Materials may be permanently removed from a student's file when mutual agreement is reached by the promulgator of the information and the student or when the results of a formal hearing called for this specific purpose direct this action.

Instructors' notes, campus security records, psychiatric,



psychological, and medical records, parents' financial statements, and material to which the student has waived his/her right to access in writing are among the records exempted by the law from examination.

Public Law 93-380 also limits who outside the College may have access to a student's records. Except as provided by the law, educational records may not be transmitted to individuals or agencies outside of the College without the student's written consent. STUDENTS, THEREFORE, ARE EXPECTED TO GIVE WRITTEN PERMISSION WHEN REQUESTING THE COLLEGE TO FORWARD RECORDS TO OFF-CAMPUS PERSONS, AGENCIES, OR INSTITUTIONS. The law permits the College to release without permission such information as a student's name, dates of attendance, major field, participation in officially recognized activities and sports, and degrees and awards received.

*(Approved by Student Affairs Committee, Spring 1976)*

#### COUNSELING CONSULTATION

The Counseling Center, located in McShain Hall, offers to students consultation services that are private and confidential. Students may obtain assistance with educational or career planning and also with personal problems such as interpersonal difficulties, problems associated with drug and alcohol use, and other adjustment conflicts. Information obtained in counseling conferences is not released to anyone without specific written consent from the student concerned.

#### IV. DISCIPLINARY POLICIES AND PROCEDURES

##### STUDENT - INSTITUTIONAL RELATIONSHIP

A student's matriculation at La Salle College is a voluntary decision which involves acceptance of the responsibility to meet academic requirements and to behave in ways consistent with the purposes and objectives of the College. As befits an institution of higher education, standards of performance and of social conduct are generally higher for students than those required of the general public.

While students have an obligation to adhere to the regulations of the College, the College accepts a corresponding responsibility to guarantee students the right of due process and protection from arbitrary or capricious disciplinary action.

The purpose of the judicial system at La Salle College is to assure that justice prevails for all members of the community while simultaneously protecting the educational purpose of the College. "The Joint Statement on the Rights and Freedoms of Students" has been the reference document for the establishment of the judicial system at La Salle, and the Office of the Dean of Students administers the judicial process. However, the function of maintaining discipline on the campus is not the exclusive domain of the Dean of Students Office. The entire College community, both collectively and as individuals, plays a vital part in maintaining an environment necessary to protect and promote learning, in assuring order, and in controlling behavior that infringes on the rights and freedoms of others.

In pursuit of these objectives, the College accepts responsibility for protecting the individual's academic and personal freedom as well as the common good and rights of the College as a corporate entity.

##### PHILOSOPHY OF DISCIPLINE

A college education is primarily academic and intellectual in nature, but it also includes the development of attitudes and values which enhance mature, responsible behavior in all areas of life. Accordingly, student conduct in and out of class is not considered apart from its effect on the total College community; rather it is viewed as integral to an educational process that is both individual and collective in nature. It is in this spirit that La Salle has developed a set of regulations governing student conduct and has established a judicial system through which conduct violations are adjudicated by members

of the campus community.

#### RULES AND REGULATIONS

Normally, College disciplinary action is limited to conduct which adversely affects the pursuit of educational objectives. While no specific policy statement has universal validity and actual decisions based on the judicial policy of due process are best made in accord with all the circumstances involved in an individual case, the following behavior is subject to disciplinary action:

1. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the College, forgery, and alteration or fraudulent use of College documents or instruments of identification.
2. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College activities.
3. Physical abuse or harassment of any person on College premises or at College sponsored functions.
4. Theft from or damage to College premises or damage to property of a member of the College community on College premises.
5. Failure to comply with the directions of College officials, including Campus Security, in the performance of their duties.
6. Use or distribution of potentially dangerous drugs which are not medically supervised.
7. Illegal use of intoxicants.
8. Violation of published College regulations, including those relating to entry and use of College residence units and other facilities, the rules in this code of conduct and any other regulations which may be enacted.
9. Violations of any federal, state or local criminal law\*

\* The College will cooperate fully with civil authorities in the enforcement of the law. If civil authorities are involved, the College will not present disciplinary charges unless the College's interests as an academic community are directly involved. If a student faces charges in a civil

court and in the College judicial system because of the same violation, the College may postpone its judicial hearing until civil proceedings are completed. That is a decision reserved to the Dean of Students.

#### DISCIPLINARY PROCEDURES

1. Disciplinary cases will be handled in accordance with the College judicial policy of due process. Any member of the College community may file a disciplinary report against any student, student group, or student organization for alleged violations of College rules, regulations, or policies. Disciplinary reports shall be forwarded to the Dean of Students.
  - A. The person(s) making the charges shall provide in writing the following information:
    - i. The name and address of the student(s) charged with violation of College rules and regulations.
    - ii. Date of the incident.
    - iii. The specific College rule or regulation the student(s) allegedly violated.
    - iv. A detailed statement of the circumstances.
  - B. The individual(s) making the charges must sign the statement of charges.
  - C. A copy of the charges will be given to the accused student, whose signature will be requested as acknowledgement of his/her reception of the charges.
2. The Dean of Students will appoint a professional staff member to conduct a preliminary investigation of the filed charges. The appointee will act as the Preliminary Hearing Officer and will review the charges and consult with all parties to determine if adjudication is warranted.
  - A. The accused student will be notified in writing to report for a preliminary hearing. At the preliminary hearing the Preliminary Hearing Officer will explain the disciplinary procedures and discuss the charges. A copy of the disciplinary procedures will be given to the student.
  - B. If a student fails to meet with the Preliminary

Hearing Officer within seven days after notification of the Preliminary Hearing, the student may be subject to disciplinary action up to suspension from the College without further consultation.

- C. Should the Preliminary Hearing Officer determine that the initiation of a disciplinary hearing is not justified, a letter will be forwarded to the Dean of Students and to the student indicating this opinion.
  - D. When the Preliminary Hearing Officer determines that the alleged conduct warrants further disciplinary consideration, the following steps are initiated:
    - i. The Preliminary Hearing Officer will inform the student in writing of the decision regarding the disposition of the case.
    - ii. The student will be given the opportunity to choose adjudication by: (a) the appropriate Judicial Board or (b) a representative of the Dean of Students (Administrative Hearing Officer).
    - iii. A copy of the written charges will be forwarded to the appropriate Judicial Board or Administrative Hearing Officer.
    - iv. The accused student will be given no less than five days from the conclusion of the Preliminary Hearing to prepare for the Disciplinary Hearing. The chairperson of the Judicial Board or the Administrative Hearing Officer will notify all parties including the accused of the date and time of the Hearing.
  - E. Should a Judicial Board be inoperative, the Dean of Students or designee reserves the right to adjudicate the case.
3. Administrative Hearing Officers: Two Hearing Officers are appointed from the Dean of Students staff: one to adjudicate alleged violations of general College Rules and Regulations which occur outside of the Residence Halls; the other to adjudicate alleged violations which occur within the Residence Halls. With the student's approval, the Preliminary Hearing Officer may act as the Administrative Hearing Officer. Administrative Hearing Officers are empowered to take disciplinary action up to and including Disciplinary Probation. When circumstances warrant suspension or dismissal from the College, Administrative Hearing Officers recommend these actions for the Dean of Students consideration.



4. Judicial Boards: Faculty and student appointments to Judicial Boards are made by the respective constituency in accordance with the procedures for making committee appointments. Judicial Boards are empowered to take disciplinary action up to and including Disciplinary Probation. Such decisions ordinarily are final. When Judicial Boards determine that there are sufficient grounds for suspension or dismissal from the College, Judicial Boards recommend these actions for the Dean of Students' consideration.

A. Faculty-Student Judicial Board

- i. A panel of the Faculty-Student Judicial Board adjudicates cases involving the violation of general College Rules and Regulations which occur outside of the Residence Halls.
- ii. The panel will be comprised of three students and two faculty members. A student will preside as chairperson of the Board.
- iii. The panel for any given hearing will be drawn from the available members of the Faculty-Student Judicial Board. The panel members will be assigned on a rotating basis by the Dean of Students.

B. Residence Hall Judicial Board

- i. This board adjudicates cases involving violations of College Rules and Regulations which occur in College residence units.
- ii. The Board is comprised of nine students. One is selected as chairperson of the Board for the case being heard.
- iii. A minimum of seven Board members is needed to conduct a hearing.

DISCIPLINARY HEARING PROCEDURES

1. The Hearing will be private, unless an open hearing is requested by the student. At an open hearing, interested members of the community may observe all aspects of the hearing except the deliberations of the Board so long as the hearing is not interrupted by the observer.

2. Either a tape recording or a written record will be made.
3. On behalf of the College the charges and evidence will be presented by the Dean, the Dean's representative or the individual bringing the charges.
4. The accused student shall be entitled to be accompanied by a La Salle College faculty member, administrator or student. The role of accused student's representative will be advisory in nature.
5. Any party may present witnesses subject to the Board Chairperson's or Hearing Officer's determination of the witnesses' relevance to the case. Members of the Board or the Administrative Hearing Officer may address questions to any party involved in the proceedings. The student will have the opportunity to ask questions of the person presenting the charges or of witnesses in the case.
6. If for the lack of sufficient reason, as judged by the Board Chairperson or the Administrative Hearing Officer, an accused student fails to appear at the established time of the hearing, the presiding officer reserves the right to conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any right to appeal. No recommendation or imposition of sanction shall be based solely upon the failure of the accused to appear at the Hearing.
7. The Board Chairperson or Administrative Hearing Officer will make known the decision to the Dean of Students. The Dean will be given a record of the hearing and written reasons for the decision. The Board Chairperson or Administrative Hearing Officer will notify the student in writing of the decision.

### SANCTIONS

Disciplinary action is based on the seriousness of the offense, individual circumstances, and the best interest of the general educational community. The sanctions which may be imposed upon individuals or organizations for the commission of offenses recognized by the College judicial system include the following:

Restitution: Reimbursement for damage, destruction or misappropriation of College property or property of a member of the College community on College premises.

- Conduct Warning: Notice in writing that the student's conduct necessitated the initiation of disciplinary proceedings. The nature and circumstances of the conduct does not warrant more severe disciplinary action, but this warning will be a matter of record in the Dean of Students' Office for future reference.
- Probation: The following sanctions are intended to serve as a constant reminder that the infraction has become a part of the student's record in the Dean of Student's Office. These sanctions can be imposed with or without the specific conditions for a definite period of time. Conditions may be imposed which would prohibit an individual from representing the College in an official capacity in major College activities such as in intercollegiate athletics or as an officer in student government, or it may be the loss of privilege to live in College residence units or to participate as a member in specific College sponsored programs. The probations which include such conditions shall be consistent with the offense committed and the rehabilitation of the student. The conditions and the period of the probation are the prerogatives of the authority imposing them and shall be stated in writing.
- Probation  
(Specific) This sanction is imposed for a period of time not to exceed one calendar year.
- Probation  
(General) This sanction is imposed for the student's tenure at the College.
- Suspension: Termination of student status for a specified period of time. The conditions of re-admission shall be stated in the order of suspension. Students suspended will be charged full fees for the semester in which the suspension occurs. Students shall be assigned the grades which would be appropriate if they were withdrawing voluntarily. Students with board contracts shall receive a pro-rated refund. A statement of the student's status shall be sent to the appropriate academic dean.



Dismissal:

Permanent termination of student status and separation from the College. Students dismissed will be charged full fees for the semester in which the dismissal occurs; students with board contracts shall receive a pro-rated refund. Students shall be assigned the grades which would be appropriate if they were withdrawing voluntarily. A statement of the student's status shall be sent to the appropriate academic dean.

Combination of sanctions may be invoked, for example, restitution and probation.

INTERIM SUSPENSION

When the Dean of Students has reasonable cause to believe that a student has violated any of the College's Rules and Regulations and there is reasonable cause to believe that danger or disruption will be present if a student is permitted to remain on campus or in College residence unit, an interim suspension may be imposed pending a full consideration of the case.

ROOM ENTRY PROCEDURE

The right of a resident to privacy in his/her room will be protected by the College. However, this right of privacy carries with it the responsibility for each student to conduct himself/herself within the general policies of the College. In the interest of handling emergency situations and of maintaining an environment in the College residence complexes which provides for the health, safety and welfare of all residents, it is occasionally necessary for authorized College personnel to enter the living quarters of students. Except in emergency situations, authorized College representatives shall have the right of inspection within student rooms without prior authorization of the resident(s) at reasonable times and only after general written announcement. Such inspections will be for standards of maintenance, preservation of the existing physical structure, identification of damage, and for enforcing College Rules and Regulations governing the security and safety of College property. The College reserves the right to initiate steps for the removal of items which are the property of the College or its agents which are in a resident's room without approval.

In situations as defined below, premises occupied by a student and the personal property of a student in those premises may be

searched only when appropriate prior authorization has been obtained. For College resident units or other facilities controlled by the College, an application must be made to the Dean of Students, or his/her designated representative, specifying the reason(s) for the search and the object(s) or information sought. A student's room will be protected from unreasonable search and from search when he/she is not present, if possible. In the case of searches by civil authorities, the ordinary requirements for lawful search will be followed.

The reasons for which room search may be authorized are:

1. A clear indication that established health or safety regulations are being violated.
2. Clear and present danger to the room occupants or other residents exists.
3. College administrative personnel have probable cause to believe that students are violating federal, state or local laws or college regulations.

#### PROCEDURES FOR APPEAL

- I. The accused student may appeal the decision of a Judicial Board or Administrative Hearing Officer by stating so in a letter to the Dean of Students within seven days after the decision has been communicated to the student.
- II. For an appeal to be heard, the student must be able to demonstrate to the Dean one or more of the following:
  - A. That he/she did not receive a hearing consistent with the principles of due process.
  - B. That the sanction was arbitrary or capricious.
  - C. That certain relevant evidence was not reviewed.
  - D. That new evidence is available.
- III. Normally, an appeal will be limited to a review of the report of the Judicial Board or the Administrative Hearing Officer.
- IV. When the grounds for an appeal have been established, one of the following procedures will be followed:
  - A. The Dean may accept the report as presented or as

subject to a specified reduction in the sanction imposed, may return the case to the appropriate board or hearing officer for further proceedings or may dismiss one or more of the charges entirely.

- B. At the discretion of the Dean of Students or upon written request of the student, an Appeal Board may be established. The Appeal Board will be comprised of an administrator appointed by the Vice President for Student Affairs and two representatives from the Judicial Board designated by the Dean of Students. (In case of the Faculty-Student Judicial Board representation will be one faculty member and one student member). The Dean of Students shall sit as chairperson (ex officio) of the Appeals Board. Board decisions in all cases are advisory to the Dean. The Appeal Board will determine the procedure it wishes to follow after consideration of the specific case. The Appeal Board shall adhere to the principles of due process as stated in the College's Disciplinary Procedures.

## V. STUDENT PRESS POLICIES

### 1. OBJECTIVES OF THE STUDENT PRESS COMMITTEE

The administration of La Salle College has established the Student Press Committee to create and maintain an environment at La Salle in which a high quality student newspaper will most effectively benefit the entire College Community. The Committee will formulate general policies for student newspapers and advise the Vice President for Student Affairs on related matters.

### 2. RESPONSIBILITIES

- A. The Committee will appoint the editors of student newspapers from those certified by the respective staff editorial boards, or from other applicants should these boards fail to submit candidates.
- B. The Committee will meet for pre-publication consultation with student editors at the request of any Committee member or of the Vice President for Student Affairs.
- C. The Committee will conduct regular post-publication reviews of Student newspapers.
- D. The Committee will review all financial and legal matters involving student newspapers.
- E. The Committee will approve any new student newspaper which is funded by La Salle College or accepts paid advertising, and which uses the name of La Salle College.
- F. The Committee may question any policy of a student newspaper and make recommendations to the governing editors of the paper.
- G. The Committee may, with just cause, impose censure, suspension, or removal as editor upon any editor-in-chief of a student newspaper, provided the student has been given an opportunity to present his or her case before the Committee (see Appendix B to these by-laws).
- H. The Committee will function as an arbitration board for any disputes between administrators and/or moderators and the yearbook, the student literary

magazine, and the student radio station. Censure, suspension or removal of student editors or managers may be imposed by the Committee, with just cause, according to the procedures in Appendix B.

### 3. MEMBERSHIP

- A. The Committee will be composed of the following eight voting members:
1. Student: Day Collegian Editor, ex-officio
  2. Student: Evening Collegian Ed., ex-officio
  3. Students: 2 at-large student members, neither of whom should be a member of any publication whose editors sit ex-officio on this committee, to be appointed by the student governing body.
  4. Faculty Members: 3 to be appointed by the Faculty Senate for a 3 year term.
  5. Administrators: To be appointed by the Vice President for Student Affairs, for a 3-year term.
- B. Officers
1. Chairman: To be elected annually by the members of the Committee from its membership. His or her duties will be to preside over meetings and to act for the Committee in matters which it delegates.
  2. Vice-Chairman: To preside in those instances when the Chairman is not present.
  3. Secretary: Administrative appointee, ex-officio

### 4. MEETINGS

- A. Regular Meetings: The Committee will meet monthly during the academic year.
- B. Special Meetings: The Chairman may call a meeting whenever circumstances warrant doing so.

### 5. QUORUM

A quorum will consist of five members of the Committee.

6. AMENDMENT

The By-Laws may be amended by a majority of the Committee (i.e. at least five) provided the proposed amendment was listed on the agenda.

*(Amended and Approved by Student Affairs Committee,  
December 17, 1974)*

APPENDIX A

(FROM THE "JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS" BY AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS, U.S. NATIONAL STUDENT ASSOCIATION, ASSOCIATION OF AMERICAN COLLEGES, NATIONAL ASSOCIATION OF STUDENT PERSONNEL ADMINISTRATORS, AND NATIONAL ASSOCIATION OF WOMEN DEANS AND COUNSELORS)

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible the institution, as publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:



1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content.

Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.

3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College, university or student body.

## APPENDIX B

### GUIDELINES FOR CENSURE, SUSPENSION, OR REMOVAL OF STUDENT EDITORS-IN-CHIEF

The Student Press Committee subscribes to the principles articulated in the "student publication" portion of the AAUP "Joint Statement on Rights and Freedoms of Students," portions of which appear as APPENDIX A above. The Committee particularly agrees that student publications.... "are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus," that "they are means of bringing student concerns to the attention of the faculty and institutional authorities," and that "they are vehicles for the formulation of student opinion on various issues on the campus and in the world at large." The Committee emphasizes, therefore, that "the student press should be free of censorship and advance approval of copy, and its editors.... should be free to develop their own editorial policies and news coverage."

The Committee also agrees that "the editorial freedom of student editors.... entails corollary responsibilities to be governed by the canons of responsible journalism." Accordingly, the Committee is bound not to allow student publications to be used by those who perpetrate libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The Student Press Committee encourages free inquiry and free expression for student editors, and views the invoking of censure, suspension, or removal of a student editor-in-chief as extraordinary. If such punitive action must be taken, the Committee feels equally bound to guarantee procedural fairness to any student editor, and therefore establishes the following guidelines for due process:

1. Since (at least some) student newspaper editors-in-chief are members of the Student Press Committee, any formal action by the Committee will hopefully be precluded through open exchange by all members of the Committee on controversial matters.
2. If informal consensus cannot be attained, or if student editors should evidence bad faith through refusal either to appear before the full Committee, or to discuss their rationales for certain editorial decisions, the Committee can officially censure, through majority vote of the full Committee (i.e. at least five votes) a student editor-in-chief (a student editor who is a member of the Committee would not vote should he be the accused in the case).
3. Suspension or removal of an editor as editor may be imposed only after the student has been informed in writing of the charges against him, and after he has been provided a fair opportunity to refute such charges. The student editor would be entitled to an advisor, could call witnesses, conduct cross-examination, and so forth. The Committee's decision may be appealed directly to the Vice President for Student Affairs.

## APPENDIX C

### CODE OF ETHICS

#### OR

### CANONS OF JOURNALISM

#### AMERICAN SOCIETY

### OF NEWSPAPER EDITORS

The primary function of newspapers is to communicate to the human race what its members do, feel and think. Journalism, therefore, demands of its practitioners the widest range of intelligence, or knowledge, and of experience, as well as



natural and trained powers of observation and reasoning. To its opportunities as a chronicle are indissolubly linked its obligations as teacher and interpreter.

To the end of finding some means of codifying sound practice and just aspirations of American Journalism, these canons are set forth:

#### I. RESPONSIBILITY

The right of a newspaper to attract and hold readers is restricted by nothing but considerations to public welfare. The use a newspaper makes of the share of public attention it gains serves to determine its sense of responsibility, which it shares with every member of its staff. A journalist who uses his power for any selfish or otherwise unworthy purpose is faithless to a high trust.

#### II. FREEDOM OF THE PRESS

Freedom of the press is to be guarded as a vital right of mankind. It is the unquestionable right to discuss whatever is not explicitly forbidden by law, including the wisdom of any restrictive statute.

#### III. INDEPENDENCE

Freedom from all obligations except that of fidelity to the public interest is vital.

1. Promotion of any private interest contrary to the general welfare, for whatever reason, is not compatible with honest journalism. So-called news communications from private sources should not be published without public notice of their source or else substantiation of their claims to value as news, both in form and substance.
2. Partisanship, in editorial comment which knowingly departs from the truth, does violence to the best spirit of American journalism; in the news columns it is subversive of a fundamental principle of the profession.

#### IV. SINCERITY, TRUTHFULNESS, ACCURACY

Good faith with the reader is the foundation of all journalism worthy of the name.

1. By every consideration of good faith a newspaper is

constrained to be truthful. It is not to be excused for lack of thoroughness or accuracy within its control or failure to obtain command of these essential qualities.

2. Headlines should be fully warranted by the contents of the articles which they surmount.

#### V. FAIR PLAY

A newspaper should not publish unofficial charges affecting reputation or moral character without opportunity given to the accused to be heard; right practice demands the giving of such opportunity in all cases of serious accusation outside judicial proceedings.

1. A newspaper should not invade private rights or feelings without sure warrant of public right as distinguished from public curiosity.
2. It is the privilege, as it is the duty, of a newspaper to make prompt and complete correction of its own serious mistakes of fact or opinion, whatever their origin.

#### DECENCY

A newspaper cannot escape conviction of insincerity if while professing high moral purpose it supplies incentives to base conduct, such as are to be found in details of crime and vice, publication of which is not demonstrably for the general good. Lacking authority to enforce its canons the journalism here represented can but express the hope that deliberate pandering to vicious instincts will encounter effective public disapproval or yield to the influence of a preponderant professional condemnation.

*(Amended & Approved by Student Affairs Committee,  
December, 1973)*

## VI. RESIDENT STUDENT POLICIES AND REGULATIONS

At La Salle College, on-campus Housing and the Resident Life Program are considered to be integral parts of the educational process. Daily living experiences in a predominantly peer community and participation in educational, social, religious, cultural and recreational programs provide unlimited opportunities for students to achieve their academic and personal development goals. Resident students also may become involved in the administration and programs of the Residence Halls by participating as members of the following groups: Residence Hall Advisory Board; Residence Hall Judicial Board; Residence Council; and, Resident Life Student Staff. Student involvement and interest is encouraged and appreciated.

Resident staff persons and Residence Council members live on each floor of the nine residence halls and are interested in promoting the welfare, concerns, and interests of fellow residents. Residents should make an effort to know the professional staff, student staff, and Residence Council members and should feel free to seek their counsel or services. The Resident Life Offices are located in St. George Hall and are staffed by a Director, two Assistant Directors, and an Administrative Assistant. The Residence Council Office is located in St. Cassian Hall - Room 114.

Living in the Residence Halls is a unique, singular experience which can provide many benefits and opportunities. However, it should be understood that, when hundreds of people live in close proximity in a residential college community, it is essential that the rights and responsibilities of each person are understood and respected. Nearly everyone must adapt his or her lifestyle to some degree, in consideration of other individuals or groups. It is vital to the continuance of a safe, comfortable, convenient resident community that each person be aware of the rules, regulations, and standards for resident living, and that he or she abide by them. They were designed to allow for the freedom and flexibility of the individual and to insure the rights and privileges of the community as a whole. It is expected that qualities such as self-discipline, concern for the rights of others, intellectual and social maturity, and respect for public and private property will be fostered and developed.

Listed below are the Rules and Regulations of the La Salle Residential Community. Please read them carefully and be aware that any exception is a violation which could result

in disciplinary action. This list is not exhaustive; general College Disciplinary Policies and Procedures are listed elsewhere in this handbook. Additional information concerning resident services and policies is distributed at the time of occupancy. Living in residence will be as pleasant and personally beneficial as you make it. Help make it pleasant for all residents by being familiar with and adhering to the community standards for residence.

### 1. Civil Responsibility

Each student must observe, in his or her use of the residence halls, all laws of the United States, of the Commonwealth of Pennsylvania, and all ordinances and fire regulations of the City of Philadelphia.

### 2. General

The residence halls are an integral part of La Salle College, and, as such, all College rules and regulations are applicable in the residence halls.

### 3. Alcohol and Drugs

The alcohol and drug policy of the residence complexes is consistent with the College's policy on alcohol and drug usage which is included elsewhere in this handbook. Specifically, the College does not permit unauthorized use of alcoholic beverages in the public areas within or outside of the residence complexes. The use or distribution of potentially dangerous drugs which are not medically supervised is prohibited throughout the campus.

### 4. Security

Students are advised to be security conscious and to work toward community consciousness in this area. Students should be cooperative with Resident Staff, Security Personnel, Residence Council members and/or any other persons serving in administrative or supervisory roles. Normal precautions such as the following are suggested: room doors should be locked upon departure; strangers should not be admitted; and, personal items of value should be engraved. Residence Council members will provide an engraving service to all residents. Any incidents should be reported to a staff member immediately. Residents are encouraged to have sufficient insurance for personal property, as the College cannot be responsible

for loss due to theft, fire, etc.

5. Room Assignments

Room assignments and reservations are made by the Office of Resident Life. When a vacancy occurs, the College reserves the right to reassign the remaining occupant of the room to different accommodations or to assign a new resident to fill the vacancy. Space permitting, the remaining occupant may request to remain in the room by 1) selecting a new ELIGIBLE resident to fill the vacancy, or 2) by paying the current single room rate for the continued use of the room at a reduced capacity.

6. Check-In and Check-Out Procedures

Each student must complete a check-in room evaluation form provided by the College within 48 hours following occupancy of the room. This form when countersigned by a representative of the Office of Resident Life is the basis for assessment of any damage and/or loss attributable to the student at the termination of the occupancy period. Residents are responsible for any damage and/or loss to the room or furnishings provided therein, and for any other damage or loss caused to any other part of the residence hall(s). Residents may be assessed on a pro-rata basis for damage to furnishings and areas such as corridors, bathrooms, and lounges. Upon check-out, the resident must remove all refuse and leave the room in good order and complete the check-out inspection with a staff member. Charges for additional cleaning required, removal of personal property, or for loss or damage caused by the resident(s) will be deducted from the \$25.00 damage deposit. If costs exceed the amount of security deposit, the additional amount will be charged to the student(s) involved.

7. Housing Agreement

Housing agreements are binding for the entire academic year (Fall and Spring Semesters). Normally, exceptions cannot be made; however, applications for release from the agreement may be filed with the Office of Resident Life.

Residents are prohibited from taking a roommate, transferring the agreement or permitting any part of the room to be shared by the person(s) not duly



assigned by the Office of Resident Life.

8. Room Changes

Room changes are made, space permitting, in the order of receipt of a properly completed Room Change Request Form. There is a \$5.00 fee to the student who initiated the room change. When a resident changes rooms the resident is responsible for charges of both the former room and the present room. Rooms or room assignments cannot be changed without authorization from the Office of Resident Life. Check-in and Check-out forms must be completed at the time of each room change.

9. Keys

Prior to occupancy, a \$5.00 key deposit, which is refundable upon return of all keys, is required of all residents. Students who fail to return keys forfeit their deposit and are charged for replacement of all keys. Replacement of lost keys during the school year is handled through the Residence Hall Mailroom. There is a replacement fee of \$5.00 for the room key and \$1.00 for the closet key.

10. Openings and Closings

All residence halls close at 6:00 p.m. on the last scheduled class day before Thanksgiving, Christmas, Mid-Semester Breaks, Easter, and other vacation periods. Residence Halls open at 12:00 noon on the day preceding the beginning of each semester, and at 3:00 p.m. on all other opening days.

11. Invitees and Guests

Invitees and guests to the residence halls must be sixteen years of age or older unless accompanied by a parent. Invitees and guests of the opposite sex are permitted in living quarters only during visitation hours: (Week days - noon until midnight, weekends - noon until 2:00 a.m.) Visiting at other times may take place in the lounge. Every guest and invitee is subject to all College and Residence Halls Rules and Regulations and is the responsibility of the student host while present in the complexes.



### Overnight Guests

When space is available, the Office of Resident Life reserves a limited number of guest rooms as a service to residents.

Reservations should be made in advance in the Residence Mail Room, during regular office hours. A nominal fee is charged for each night of occupancy.

Guests may also stay with their hosts provided permission is granted by the roommate, and they have been properly registered with the staff member on the floor. Guests may be accommodated up to three successive overnight periods. There is no charge for guests residing in their host's room. Guests staying overnight must be accompanied by their hosts when in the residence halls. Public areas may not be used for sleeping purposes.

### 12. Reservation and Use of Facilities

Residential lounges and other public areas may be used for approved Residence Council or Resident Life Staff activities. Reservation of the facilities must be made by a Residence Council representative or a staff person and must be submitted to the Office of Resident Life for approval at least seven days in advance of the scheduled activity. Private room parties are permissible providing the floor staff member has been notified in advance. The same regulations governing public area activities must be followed.

Party-type events may not be scheduled for weekdays, the weekend prior to exams, nor during exam periods. Party refreshments may not be carried upstairs, downstairs, to the next dorm, into the lobby, across the street, etc. (See the "Reservation of Facilities" policy, available from any staff member, for more specifics).

### 13. I.D. Cards and Room Keys

Students should carry their La Salle College I.D. card and room key at all times and must produce these upon request as proof of identification as a residence hall student and/or to gain entry to the residential complexes.

14. Illness or Injury

Resident students assume responsibility for reporting any illness or injury to a staff member. Students seeking emergency treatment at Germantown Hospital should show a La Salle College I.D. card. All students are required to have a report of medical history and a recent physical examination on file in the Dispensary.

Students are strongly encouraged to purchase adequate medical insurance and to use the services of the College Dispensary located off St. George Hall in the North Complex.

15. Excessive Noise

Excessive noise or behavior which infringes upon residents or neighborhood residents is prohibited. In particular, sound equipment should not be placed facing an open window nor should it be played at such a volume so it disturbs other resident students or persons in homes adjoining the residence units.

Athletic activities are permitted only in approved areas behind St. Cassian Hall and St. Edward Hall. Ball playing of any kind is prohibited except in the approved areas.

16. Safety Regulations

A. Cooking is not permitted in any area of the residence halls. Electrical cooking appliances are not permitted in student rooms. Such items include but are not limited to, hot plates, coffee pots and heating coils. Refrigerators are permitted in the student rooms; however, any refrigerator drawing more than one amp or exceeding two cubic feet is prohibited. Possession of a refrigerator must be approved by the Office of Resident Life; refrigerator rental service is provided by Residence Council members.

B. The use of electrical devices such as radios, record players, tape recorders, hair dryers, razors, and clocks is permitted, providing such devices are plugged in within the room and do not exceed amperage limits of the circuits within the room and do not disturb the other residents. Sun lamps, electric blankets, outside

aerials or antennas are not permitted. If uncertain about the use of a specific electrical device, inquire at the Office of Resident Life.

- C. The burning of candles or any open fires in the resident complexes is prohibited. Lounge fireplaces may be used on a request basis only. Requests should be made at the Office of Resident Life.
- D. When the fire alarm is sounded, all must leave the building within two minutes. No one may enter the building until the residence hall staff has so declared. The closest exit or fire door should be used in emergencies. Obstruction of the stairways, landings, and fire doors is prohibited. Placing false fire alarms, interfering with the proper functioning of fire alarm systems, or tampering with or removing extinguishers is prohibited.
- E. The possession or use of any type of firearms, dangerous weapon, or explosive devices or material is not permitted on college premises. Examples of such items include handguns and rifles, air pistols and rifles, swords, bows and arrows, darts, etc. The use of any other item in a potentially dangerous manner is also prohibited.
- F. The possession or use of barbells and other weight lifting equipment is prohibited.
- G. The use of water beds is prohibited.
- H. The keeping or presence of pets is prohibited. Violators of this regulation will be subject to pet confiscation and/or eviction.
- I. Residents are not allowed in unauthorized areas. Such areas include, but are not limited to, the boiler rooms, roofs, and janitors' closets.

#### 17. Room Use

- A. Furnishings provided by the college may not be removed from student rooms or common areas, nor may screens be removed from their proper locations. Charges for moving furniture back to its proper location will be assessed against the student(s) responsible.

- B. The use of nails, tacks, screws, scotch tape, glue, or other adhesives is prohibited. Masking tape may be used on wooden or concrete surfaces only. Damages resulting from room decorations will be assessed against the resident(s) responsible.
- C. Nothing may be attached to the outside or displayed from windows.
- D. Private telephones may be installed. Arrangements for telephone service can be made directly with the Bell of Pennsylvania Business Office (Tel. (215) 633-0050). Only one telephone per residence hall room is permitted. The installation of wall or lighted phones is not permitted.
- E. The College will provide a weekly basic room cleaning service. However, each student is responsible for removing waste materials regularly and maintaining satisfactory sanitation and life safety standards in the room.

18. Solicitors

Solicitors are not permitted to canvass the residence complexes. This includes commercial salespersons, outside organizations, representatives of political parties, vendors, etc.

19. Room Entry and Inspection Procedures

The right of a resident to privacy in his/her room is protected by the College. Students are encouraged to be familiar with the Room Entry Procedures section of the Disciplinary Policies and Procedures statement which is included elsewhere in this handbook.



